

Finance

PAYMENT FOR CIVIL AIR PATROL SUPPORT

**Purpose:** This supplement along with the CAPR 66-series regulation establishes the policy for submitting reimbursement requests to Colorado Wing for Emergency Services Missions, and Cadet Orientation Flights. The basic policy detailed in CAPR 173-3 establishes the duties of the Financial Management Officer in relation to mission reimbursements. Additionally, this supplement will standardize the reimbursement policy.

2a(5) (Added) **Specific Requirement.**

(a) **Members Information Submission.** The member is responsible for providing the data, in the correct format, to ensure that all authorized expenditures, in support of the mission, is reimbursed to the member and the wing, in a timely manner. It is imperative that the member signs into the mission and signs in the aircraft/vehicle for which he/she is requesting reimbursement.

1 **Document Submission** Member generated CAPFs 108 should be submitted to the IC within two weeks after the close of the mission. Please be prompt in submitting your paperwork. Although the mission paperwork is due to the COWG/DO 14 days after the completion of the mission some delays are expected. See Attachment 1 and 2 for examples of member vehicle and aircraft CAPF 108.

**Warning:** Documents submitted more than 14 days after mission completion will not be reimbursed and the reimbursement losses to wing will be charged to the member.

2 **Aircraft.** Permission must be received from the IC authorizing use of a member owned aircraft prior to the mission. The member will initiate a CAPF 108 itemizing the date that the fuel was added (A). Each entry in the CAPF 108 must contain the following information: Aircraft Type (B), Aircraft Horsepower (C), Tail Number (D), Hours Flown (F), Hourly Rate (G), and cost of fuel used (I). The fuel tanks must be filled prior to beginning the mission since reimbursement is based on fuel used during the mission. All sorties will be included on this CAPF 108. Additional CAPFs 108 are authorized when the first is filled. Make sure that claimant's name, address, phone number and email address are listed to ensure proper reimbursement. The CAPF 108 must be signed by the member in Block A.

3 **Vehicle.** The member will initiate a CAPF 108 itemizing the date that the fuel was added (A). Each entry in the CAPF 108 must contain the following information: vehicle make and model (B), license number (D), miles driven (F), and cost of fuel used (I). Make sure that the claimant's name, address, phone number and email address are listed to ensure proper reimbursement. The CAPF 108 must be signed by the member in Block A. The CAPF 108 will be submitted to the IC within two weeks after the close of the mission.

**NOTE:** The general rule is to fill the fuel tank and recording the odometer reading prior to leaving for the mission. Only fuel added during the trip to the mission, during the mission, and during the return to home base is entered in Block I.

(b) **The Incident Commander (IC).** All emergency services missions are the responsibility of the Incident Commander assigned by the Wing Director of Operations (DO) or Wing Commander (CC). The IC will:

- 1 utilize a CAPF 115 for each SAREX or REDCAP.
- 2 complete the form to the best of his/her ability.
- 3 be prompt in submitting the paperwork.
- 4 collect the data required to justify all mission expenses. This collection can be accomplished with hard copies of the basic forms or using the Incident Management Utility (IMU).

a **ICS Documents.** These documents are required, as validation data, by the financial management office. Except for the original CAPFs 108 and original fuel receipts, the other forms may be copies.

(1) **Copy of the ICS 211 - Member sign-in.** Used to verify member participation.

(2) **Copy of the ICS 218-Aircraft - Aircraft sign-In.** Used to verify which aircraft were used during the specific mission.

(3) **Copy of the ICS 218-Vehicles - Vehicle sign-in.** Used to verify which corporate or member vehicles were used during the specific mission.

(4) **Copy of the CAPF 107 - Flight Operations Log.** Used to compare the CAPFs 108 with the COWGF 1 and the submitted CAPF 108.

(5) **CAPF 108 - "CAP Payment/Reimbursement Document for Aviation/Automotive/ Miscellaneous Expenses"** for each aircraft and vehicle with fuel receipts attached. **All receipts must be originals.**

**NOTE:** Use of an outdated CAPF 108 may delay personal reimbursements.

b **Procedures.** The IC will:

- (1) collect all data, to include aircraft and member owned aircraft/ vehicle CAPFs 108, "CAP Payment/Reimbursement Document for Aviation/Automotive/ Miscellaneous Expenses".

(2) ensure that there is at least one CAPF 108, **with original fuel receipts attached**, submitted for each corporate or member owned aircraft and for each corporate or member owned vehicle used to support the mission. **It is not necessary to compile all of the data for the financial management section.**

**NOTE:** Recommend that Flight Operations establish a CAPF 108 for each aircraft that is flying sorties and enter the date, Hobbs/Tach time, and fuel cost as each sortie is completed. Data can be taken from the CAPF 107. See Attachment 3 for example on completing a CAPF 108 for a corporate aircraft.

(3) indicate that all data on the member aircraft/vehicle CAPFs 108 is accurate by signing and dating each CAPF 108 in Block B.

(4) forward the documents **within 14 days** of the end of the mission to COWG/DO.

(5) forward all mission paperwork, placed in the CAP Form 115 jacket, to COWG/DO, 360 W. Otis St., Peterson AFB, CO 80914.

**NOTE: Put the Mission Number on the mailing envelope.**

(c). **Wing Director of Operations (DO).** The Wing Director of Operations will review the package prior to forwarding the package to the financial management office. If the Director of Operations agrees with the submission, he/she will forward the CAPFs 108 with all original fuel receipts, a **copy** of the ICS 211, ICS 218-Aircraft, the ICS 218-vehicle, and CAPF 107 to COWG/FM while retaining the other documentation for the ES files.

**NOTE:** These CAPFs 108 are not forwarded to National, but are used as support material for the CAPF 108 created for submission to National by the Finance Officer or his/her designee. In accordance with CAPR 173-3, the Financial Management Office must retain these CAPFs 108 on file as an audit trail to support the reimbursement documents.

(d) **Wing Finance Management Office.** Upon receiving the CAPFs 108 with all original fuel receipts attached, the finance officer, or his/her designee, will compare the provided aircraft Hobbs data with the monthly COWGF 1 data provided by the operations section. After the provided data is verified a CAPF 108 is produced which is signed and dated in Block B with an approved signature, and forwarded to National Headquarters (DOS) either by email or FAX. The finance officer, or his/her designee, will use the items listed in Paragraph 2a(5)(b)4a (1) through (5) plus the COWGF 1 results for verification.

**NOTE:** Comparing the CAPF 108 to the COWGF 1 data is accomplished to limit reimbursement losses due to mission forms not being received by FM.

## 1 Procedure.

a The Finance Officer, or his/her designee, will create a spreadsheet to compare the provided CAPF 108 Hobbs data with the monthly COWGF 1 data provided by the operations section.

b Combine the Hobbs/Tach hours listed on the CAPFs 108 submitted for each aircraft, with **original** fuel receipts attached, and enter on the new CAPF 108.

c Corporate vehicle CAPFs 108 are compared against the ICS-218 - Vehicles, to ensure that the vehicle was used during the mission. Each CAPF 108 must contain the information outlined in Para 2a(5)(a)2, A through I.

d Member Vehicle CAPFs 108 are compared against the ICS-218 - Vehicles, to ensure that the vehicle was used during the mission. Each CAPF 108 must contain the information outlined in Para 2a(5)(a)3, A through I.

e Once the documents have been furnished by the COWG/DO, the designated assistant finance officer for mission reimbursement can begin submitting the data to CAPNHQ/DOS for review prior to being sent to CAPNHQ/FM for payment.

(1) The initial CAPF 108 forwarded to CAPNHQ/DOS may not be the final submission, "Partial" should be marked in Block 5.

(2) Any additional CAPFs 108 submitted for this mission should be identifies by adding a letter or number to the end of the mission number. i.e. RMLR 05-30CO (initial), RMLR 05-30COA, and RMLR 05-30COB, etc.

f Once the CAPFs 108 have been transmitted to CAPNHQ/DOS, the package is readied for storage in the COWG/FM files. If it is a large package such as a SAR or SAREX mission the assistant finance officer for mission reimbursements will create a file folder. For single item missions such as CD or Homeland Security a folder is not required. They will be stored in a file folder with other mission of the same type.

g When the signed and dated CAPF 108 is forwarded to CAPNHQ/DOS, a copy will be sent to the financial management office for entry into the tail number accounting system and to COWG/DO for the mission file.

### 5a. (Added) **COWG Reimbursement Processing for CAP Cadet Orientation Flights .**

**Warning:** There have been a number of incidents that have prevented the wing from being reimbursed by CAPNHQ. These limits are as of the verification date. The limits were reached before the documents arrived at COWG.

1. The program is limited to current CAP cadets under 18 years of age.
2. Cadet's Membership expires by the time the paperwork is verified in the "After Flight Reporting" system.
3. COWGF 7 or 7T was not received by COWG/DO7 in a timely manner.
4. Flying a syllabus that has already been credited to the cadet.

a. **Unit Administration.** The unit is required to plan and initiate the O'Flight process. In those cases where the unit has an orientation pilot assigned, the unit will notify the pilot of the need to schedule a flight date and time. In the cadet's personnel records, the unit will establish a transportable file folder that will accompany the cadet to each orientation flight. This folder should contain the following items:

(1) **Powered Flight**

- (a) CAPP 52-7, Cadet Orientation Flight Syllabus.
- (b) COWG Form 7 -1, Powered Orientation Flight Sign-Off Sheet.

(2) **Glider Flight**

- (a) CAPP 52-7, Cadet Orientation Flight Syllabus.
- (b) COWG Form 7 -1T, Powered Orientation Flight Sign-Off Sheet.

(3) **Pilot Contact.** The unit will contact the O'Pilot or the O'Pilot Coordinator to inform him/her of the need for an orientation flight. The following information should be transmitted:

- (a) Cadet's Name.
- (b) Cadet's CAPID.
- (c) Syllabus number of the flight the O'Pilot will demonstrate.
- (d) Number of cadets that will be flying in the back seat that are not performing a syllabus activity (powered flight only).
- (e) Cadet's Membership expiration date.

**Note:** Membership must be current and will not expire within 60 days.

(4) The unit will ensure that the cadet will be in uniform and have their current CAP ID card with them on the flight. The Orientation Pilot cannot be responsible for cadets once the flight is completed. A squadron senior or parent must be available to accept responsibility for the cadet, at the end of the flight, so that the pilot can return the aircraft to it's tie downs and complete the flight records.

b. **Orientation Pilot Requirements.** The pilot assigned to fly an orientation flight must be authorized on a Wing Personnel Authorization (PA) in accordance with the requirement of CAPR 60-1, *CAP Flight Management*.

(1) **Orientation Flight.**

(a) Once the request is received from the unit, the O'Pilot will schedule an aircraft glider and notify the unit of the date, times, and location for the cadets to report for the flight.

(b) The pilot is required to verify that the member is in uniform and has a valid CAP ID card. He/she must ensure:

- 1 that the cadet's membership will not expire within 60 days.
- 2 that the syllabus that is to be credited is not a duplicate.

**WARNING:** If the wing cannot be reimbursed because the flight is not credited, the pilot may be charged for the lost funds.

(c) It is the responsibility of the pilot to carefully brief all cadets on the proper operations around aircraft. At all times, **SAFETY** is the overriding concern.

(d) The pilot must maintain a current CAPP 52-7, "Cadet Orientation Flight Syllabus" and be prepared to cover the syllabus of the required orientation flight.

(e) The pilot certifies completion of the cadets' syllabus rides on COWGF 7 for powered flights and on COWGF 7T for glider flights. Forms are available on the wing web site.

(2) **Completing the COWGF 7 (Powered Flights)** The COWGF 7 is used for cadet flight credit and reimbursement. Use of the COWGF 7 is critical to the verification process required by CAPNHQ/FM. Even though the pilot would normally enter the data into the "After Flight Reporting" system which is a CAPNHQ/DOS project, the reimbursement is from CAPNHQ/FM. Wing Finance must feel confident that the data in the "After Flight Reporting" system is correct prior to verifying the data entry. This is done by creating a data trail with a COWGF 7 signed by the pilot and having an original fuel receipt attached.

(a) Aircraft Data

1 Flight Release Number, Aircraft Tail Number, Flight Date, Location, and Pilot CAPID (Self Explanatory).

2 Total Reimbursement = ((Total Ferry Time + Total O'Ride Time) X CAPR 173-3 Rate) + Total Fuel/Oil Receipts). A Fillable COWGF 7 on the wing web site will calculate this formula.

3 Check box for the owner of the aircraft.

(b) Cadet Orientation Flight Data

1 Flight 1 Front Seat Cadet

a Enter the CAPID

b Enter the Last Name

c Enter the First Initial

d Enter the Syllabus number.

e Enter the Flight Time.

2 Flight 1 - Back Seat Cadet (Recommended but not required). All back seat flights are coded "99"

- a Enter the CAPID
- b Enter the Last Name
- c Enter the First Initial

3 Subsequent flights repeat steps 1 and 2. If more than four flights are flown add a COWGF 7 and mark the pages block at the bottom of the page.

(b) **Verification**

1 Orientation Pilot Data

- a Enter the First Initial
- b Enter the Middle Initial
- c Enter the Last Name
- d Pilot's Signature
- e Enter the Pilot's Phone number.
- f Enter the Date Signed.
- g Enter the E-Mail Address - This helps if a question arises on a given

report.

h Mark the Posted to NHQ if you have entered the data into the "After Flight Reporting" system. If you don't have the capability of entering the data, forward the form and the assistant finance officer for mission reimbursements will enter the data.

(c) Upon completion forward the COWGF 7, with the **original gas receipts** attached, to COWG/DO7 for final validation. Timely submission of the COWGF 7 is required to ensure payment from national. There is a 90 day window shortened by the cadet's membership renewal and the end of the fiscal year (30 September).

(3) **Completing the COWGF 7T (Glider Flights)** The COWG 7T is used for cadet glider flight credit and reimbursement. Use of the COWGF 7T is critical to the verification process required by CAPNHQ/FM. Even though the pilot would normally enter the data into the "After Flight Reporting" system which is a CAPNHQ/DOS project, the reimbursement is from CAPNHQ/FM. Wing Finance must feel confident that the data in the "After Flight Reporting" system is correct prior to verifying the data entry. This is done, by creating a data trail with a COWGF 7T signed by the pilot and having an original fuel receipt attached.

(a) **Tow Aircraft Data Basic.** Flight Release Number, Location, Flight Date, and Tow Aircraft Information (Self Explanatory).

**(b) Complete if a Ground Tow or by Commercial Aircraft.**1 Tow Aircraft Tail Number.2 Total Reimbursement = Commercial Tow Charge + Glider Rental

Charge.

**(c) Complete if Tow is by Corporate or Member Aircraft.**1 Tow Aircraft Tail Number.2 Tow Pilot CAPID

3 Total Reimbursement = ((Total Ferry Time + Total Flight Time) X CAPR 173-3 Rate) + Glider Rental Charge + Total Fuel/Oil Receipts). A Fillable COWGF 7T on the wing web site will calculate this formula.

**(d) Cadet Orientation Flight Data****1 Flight 1**a Enter the CAPIDb Enter the Last Namec Enter the First Initiald Glider Tail Numbere Glider Pilot's CAPIDf Enter the Syllabus number.g Enter the Flight Time.

2 **Subsequent Flights.** Repeat step 1. If more that seven flights are flown add a COWGF 7T and mark the pages block at the bottom of the page.

**(e) Verification****1 Member Approving the form Data**a Enter the First Initialb Enter the Middle Initialc Enter the Last Named Member CAPIDd Member Signaturee Enter the Member Phone number.f Enter the Date Signed.g Enter the Member E-Mail Address

h Mark the Posted to NHQ if you have entered the data into the "After Flight Reporting" system.



(f) Upon completion forward the COWGF 7T, with the **original gas receipts or Tow Charge invoice** attached, to COWG/DO7 for final validation. Timely submission of the COWGF 7T is required to ensure payment from national. There is a 90 day window to validate the data in the "After Flight Reporting" system, shortened by the cadet's membership renewal date and the end of the fiscal year (30 September).

(3) **Processing the COWGF 7** If the pilot has the capability of entering the COWGF 7 into the "After Flight Reporting" system complete as described below.

(a) **Basic Instructions**

1 Complete the COWGF 7, "Cadet Orientation Flight (Power) Report" for all flights of the day. If more than one COWGF 7 is required, enter the number of the page and pages at the bottom of the form.

**Note:** Care should be taken to ensure that correct CAPID numbers are entered. If the flight does not seem to be entered, a bad CAPID is usually the cause.

2 Ensure that the Wing Web Security Administrator (WSA) has given you access to the "After Flight Reporting" system. Access will be visible on the right side of the e-Services screen.

3 After the flight, sign on to the e-Services screen on the CAPNHQ.GOV web site. Select "After Flight Reporting" then select "COF Data Entry"

4 The O'Flight Reporting Screen should indicate that this is a Wing entry for CO-001.

5 Enter the date. The year must be entered with all four digits. i.e. 2005.

6 On the "Flight Type" dropdown, select "Powered".

7 The next screen will require information from the Aircraft Data section of the COWGF 7.

(b) **Powered Aircraft Data**

1 Dropdowns and entries are self explanatory.

2 In the "Reimburse To" block. Enter either COWG or Colorado Wing.

3 If all is correct, select "Add Cadet Information".

(c) **Cadet Orientation Flight Data.**

1 Using the "Cadet Orientation Flight Data" section of the COWGF 7, enter the CAPID supplied for the front seat cadet. The "Seat Position" dropdown will only allow front seat.

2 After selecting front seat, a new screen will appear requesting the syllabus number and the flight time. Once entered, the screen will reset for another CAPID.

3 If there is a back seat cadet, enter the cadet's CAPID. The screen will reset again and you will need to click of the "Save Cadet" button. There can be as many as two cadets in the back seat and they do not have to be O'Flight cadets, but they must be under 18.

**NOTE:** This does not mean that you can't take a squadron cadet or even a senior member for a back seat ride, but you can't enter the CAPID into the system. It will reject the entire entry.

4 If you have stopped and exchanged cadet positions for further flights, click on the "Add Flight" link. Repeat the previous steps for each flight.

**NOTE:** A flight is considered any flight with a cadet in the front seat performing a syllabus activity.

5 When all flights have been entered, click on the "Complete Transaction" button. The transaction will be set for wing verification. You may want to print a copy of the transaction report to keep for your records, but it is not necessary to forward it with the COWGF 7

(4) **Processing the COWGF 7T** If the pilot has the capability of entering the COWGF 7T into the "After Flight Reporting" system complete as described below.

(a) Tow Aircraft Information

1 Selecting "Commercial" or "Ground" will require use of the "Complete if a Ground Tow or by Commercial Aircraft" Section of the COWGF 7T.

- a Enter the Tow Aircraft Tail Number.
- b Enter the Pilots CAPID.
- c Enter the Tow Time
- d Enter the Total Reimbursement charge in the Tow Charge Block.

2 Selecting "CAP" or "Member Furnished will require use of the "Complete if Tow is by Corporate or Member Aircraft" section of the COWGF 7T.

- a Enter the Tow Aircraft Tail Number.
- b Enter the Pilots CAPID.
- c Enter Ferry Time
- d Enter the Tow Time
- e Enter the Fuel Charge
- f In the "Reimburse To" block. Enter either COWG or Colorado

Wing.

## (b) Cadet Orientation Flight Data

- 1 Enter the Cadet's CAPID.
- 2 Enter the Cadet's Last Name .
- 3 Enter the Cadet's First Initial.
- 4 Enter Front Seat in the seat dropdown.
- 5 Enter the Syllabus Number.
- 6 Enter Flight Time.
- 7 Enter the Glider Pilot's CAPID
- 8 Repeat these step for each flight.

**NOTE:** There is a ninety day window along with the cadet's membership renewal

(5) **No Internet Access.** If the pilot does not have the capability of entering the COWG 7 or 7T, into the "After Flight Reporting" system he/she will forward the COWGF 7, with the original gas receipts attached, or COWGF 7T with tow invoice attached to COWG/DO7. Timely submission of the COWGF 7 and 7T is required to ensure payment from national.

DONALD G. CORTUM, Col, CAP  
Commander, COWG

ROBERT C. NICHOLS, 1Lt, CAP  
Director of Administration





COWG SUP 1 TO CAPR 173-3 Attachment 3

## SAMPLE - CORPORATE AIRCRAFT (1 per aircraft)

CAP PAYMENT/REIMBURSEMENT DOCUMENT FOR AVIATION/AUTOMOTIVE/MISCELLANEOUS EXPENSES										FOR CAP-USAF USE ONLY									
PRINTED/TYPED NAME, OFFICE SYMBOL, SIGNATURE, DATE REVIEWED																			
1. Mission Number: RMLR-05-XXXX										2. Type Mission: <input type="checkbox"/> SAR/DR <input checked="" type="checkbox"/> EVAL/TRNG <input type="checkbox"/> CD <input type="checkbox"/> HLS <input type="checkbox"/> OTHER									
3. Claimant (Wing/Member): John R. Roe, 1Lt, CAP										4B. Phone Number and E-Mail Address: XXX-XXX-XXXX jroe@uno.com									
4A. Mailing Address: 1234 Great Street, Anytown, CO 80000-0000										Check here if new address <input type="checkbox"/>									
5. Invoices (Refer to Instructions):										6. Estimate Outstanding: \$									
<input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL																			
A. DATE (dd/mm/yy)	B. TYPE ACFT OR VEH MAKE/MODEL	C. ACFT HP	D. ACFT ROYER ID OR LICENSE	E. ACFT/VEH OWNER	F. HOURS FLOWN/NO. MILES	G. HOURLY RATE ACFT/MINOR MX	H. ACFT COST CLAIMED	I. FUEL AND OIL COST CLAIMED	J. ADMIN (IF APPLICABLE)	K. COMM/OTHER COST CLAIMED	L. SUB TOTAL CLAIMED								
22 Oct 05	T-182RG	235	N-6397T	<input checked="" type="checkbox"/>	0.5	62.00	31.00	30.00			61.00								
22 Oct 05	T-182RG	235	N-6397T	<input checked="" type="checkbox"/>	2.3	62.00	142.60	138.00			280.60								
23 Oct 05	T-182RG	235	N-6397T	<input checked="" type="checkbox"/>	1.5	62.00	93.00	90.00			183.00								
23 Oct 05	T-182RG	235	N-6397T	<input checked="" type="checkbox"/>	1.0	62.00	62.00	60.00			122.00								
24 Oct 05	T-182RG	235	N-6397T	<input checked="" type="checkbox"/>	1.8	62.00	111.60				111.60								
26 Oct 05	T-182RG	235	N-6397T	<input checked="" type="checkbox"/>	0.7	62.00	43.40	150.00			193.40								
							6. ACFT COST	7. FUEL/OIL	8. ADMIN	9. OTHER	10. TOTAL								
							483.60	488.00	0.00	0.00	951.60								
TOTAL CLAIMED BY CATEGORY 7.8																			
11. CERTIFICATIONS. The parties signing in Blocks 11A and 11B are responsible for the accuracy and validity of the facts recited in the claims and supporting documentation. The parties shall not claim costs on the CAPF 108 if expenses are being reimbursed from another source. Dual compensation is prohibited.																			
A. CAP MEMBER (PRINTED/TYPED NAME): I CERTIFY THAT THE AMOUNTS PAID WERE FOR PARTICIPATION IN THE LISTED USAF AUTHORIZED MISSION AND ACCURATELY REFLECT HOURS FLOWN, AUTOMOTIVE FUEL/OIL USED, AND/OR OTHER MISCELLANEOUS COSTS INCURRED																			
B. WING COMMANDER OR DESIGNATED OFFICIAL (PRINTED/TYPED NAME): I CERTIFY THE ABOVE EXPENSES ARE A DIRECT RESULT OF SUPPORT PARTICIPATION IN THE ABOVE LISTED USAF AUTHORIZED MISSION AND THAT THIS CLAIM IS TRUE AND PROPER FOR PAYMENT.																			
C. CONTRACT/COOPERATIVE AGREEMENT NUMBER: F41689-00-2-0001																			
D. OTHER FUNDING SOURCE:																			
SIGNATURE AND DATE John Roe 10/26/05																			
SIGNATURE AND DATE P.J. Smith 11/15/10 10/30/06																			
CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM "FINE OF NOT MORE THAN TEN THOUSAND DOLLARS OR NOT MORE THAN FIVE YEARS IN PRISON OR BOTH" (SEE 18 U.S.C. 287) (APPLICABLE TO ALL SIGNATORIES)																			
CAPF 108, MAR 03. PREVIOUS EDITIONS WILL NOT BE USED AFTER 30 JUN 03. THIS FORM CANNOT BE MODIFIED. OPR/ROUTING: FM																			